

**Missouri School Improvement Program (MSIP)
Third Cycle Documentation File Requirements
Career Education Standard 7.3**

- ☐ Curriculum guides for all career education programs and courses that include as a minimum the following components:
 - Rationale
 - Course description
 - Graduate goals
 - Measurable learner objectives
 - Instructional strategies and activities
 - Assessments, including performance based assessments
 - Alignment to Show-Me Standards
 - Board approval
- ☐ Student-based assessments (minimum of one)
 - Interest surveys
 - Guidance needs assessments
- ☐ Community-based assessments (minimum of one)
 - Labor market survey
 - Chamber of Commerce survey
 - MOICC supply and demand data
 - Career education advisory committee input
 - Local Workforce Investment Board (WIB) data
- ☐ Number of students enrolled in each career education program or course (both Area Career Center and district)
- ☐ Instructional Management System (IMS) for student competency mastery (VIMS/VAMS, competency profile cards, other computerized system, etc.)
- ☐ Membership rosters for all Career and Technical Student Organizations (CTSOs)
- ☐ Current program of work for all CTSOs. The program of work must include but not be limited to the following components:
 - Leadership skills
 - Occupational competency
 - Community service
 - School service
- ☐ List or description of student experiences and activities for off-campus education programs which might include experiential education, cooperative education, internships, apprenticeships, job shadowing, job placement services, etc.
- ☐ Copies of all articulation agreements and/or dual credit agreements with postsecondary institutions for all career education programs or courses.
- ☐ Written plan to evaluate the effectiveness of all career education programs and/or courses. The plan must include the following components:
 - Measurable objectives
 - Established performance measures for each measurable objective
 - Level of performance for each measure
 - Established procedure for gathering, analyzing and reporting data relevant to each measure of performance
 - Established procedure for reporting outcomes and corrective action for all measurable objectives
- ☐ Advisory committee minutes documenting review of improvement plans.
- ☐ Copy of District CSIP, which indicates career education improvements.